



JOB SEARCH LETTERS

1. COVER LETTER

The key purpose is to engage the reader, so that he/she will read your resume; therefore, it should be customized to the position you are applying for. The most effective cover letters are addressed to a specific person; if the listing does not include contact information, do some research to find out who you should send it to. The cover letter can be an attachment to an email, in the body of email, or uploaded to an Applicant Tracking System.

2. LETTER OF INQUIRY

Sent to a company of interest when the type of position you are interested in is not advertised. Your focus should be on the key skills and qualifications you have that directly relate to the company's current needs, emerging challenges, specific products/services, and/or customers. It is similar to a cover letter and you should attach your resume.

3. REQUEST FOR AN INFORMATIONAL INTERVIEW

Used for the purpose of expanding your network and learning more about your field of interest, this letter briefly describes your background and goals; the main point, however, is to outline the type of information or advice you are seeking. In this type of letter, it is inappropriate to request a meeting about job openings or opportunities; therefore, you should not attach your resume.

4. THANK YOU / FOLLOW-UP LETTER

This letter, which comes after an interview, is welcomed, and expected by employers. Much more than a simple "thanks," it is used to place yourself at the forefront of your interviewer's mind by thanking the person for his/her time, reminding him/her of your key qualifications, and re-stating your sincere interest in both the position and the company. Make sure you get the interviewer's business card to ensure proper spelling of the interviewer's name and title. E-mail is an appropriate method; as a subject line use "Interview Follow-up."

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